

Opening Checklist

Use this checklist for Opening the Polls

- _____ Make sure the LTED on supply bag
is the same as that of machine
- _____ Snap curtains inside of the machine
- _____ Plug cord in for light
- _____ Display sample voting machine
- _____ Make sure sample ballot is same as
machine face
- _____ Verify dials are at zero
- _____ Verify dateline on paper roll
- _____ Remove Crank
- _____ Sign Opening Polls section of
Canvass Sheet
- _____ Post Signs & put flag out
- _____ Post District Map and Sample
Ballot
- _____ Break Seal
- _____ Activate Machine with #2 Key